Congratulations on wanting to be a treasurer!

Step one is filling out and mailing to the Kingdom Treasurer the Request for Warrant form and copies of your picture ID and SCA membership proof.  

*Please note, until you have received approval from the Kingdom Treasurer you are NOT the group treasurer. Even if you have all of the files.*

Once you have received approval, your group bank account(s) will probably need new signature cards. Signature cards and any other papers your bank requires should be sent directly to the Kingdom Treasurer, sending such things to a regional deputy will delay them considerably. Please ask your bank if they have self-addressed stamped envelopes so the forms can be mailed back to the bank without cost to the Kingdom.

A "Review of Books" will need to be scheduled. This consists of the Kingdom Treasurer (or duly appointed representative) looking over the financial books and records of your group (which are to be kept for at least the last 7 years), making sure things are in order and making suggestions where appropriate. This should be done every two years, or whenever there is a change in office. The form we use is in the Treasurer's Handbook. Please contact your regional and/or the Kingdom Treasurer to schedule this review.

Calontir requires group reports to be filed quarterly by the 15th of the month after the end of the quarter (April 15, July 15, October 15, January 15) The forms are available online in various formats, links to most of them can be found through the Calontir website [http://calontir.sca.org](http://calontir.sca.org) Domesday reports are made by adding the 4 quarterly reports together and use the same forms as the quarterly reports. Reports should be sent to the regional deputy whose address can be found in the MEWS or at the Calontir Website. Copies of all reports should also be given to the group seneschal.

Forms REQUIRED for each quarterly report:
- Comparative Balance Sheet
- Income Statement
- Worksheets as indicated on the two sheets above
- Information Form
- Bank Account Information Form
- Bank Statement(s) for quarter (reconciled)

Cash Reconciliation Worksheet is not required, but can be very useful.

There is an email list for Calontir treasurers, to sign up either go to [http://groups.yahoo.com/group/calontirexchequers/](http://groups.yahoo.com/group/calontirexchequers/) or send an email to: calontirexchequers-subscribe@yahoogroups.com

The Society wide email list for treasurers, is at: [http://groups.yahoo.com/group/SCA-Exchequers/](http://groups.yahoo.com/group/SCA-Exchequers/) or send an email to: SCA-Exchequers-subscribe@yahoogroups.com
KINGDOM OF CALONTIR
CHANCELLOR OF THE EXCHEQUER REQUEST FOR WARRANT

Branch: ____________________________________________________________

This form should be completed by the individual who is applying to be Chancellor of the Exchequer and signed by either the out-going Exchequer or the current Seneschal (or Guild principal, if a chartered Guild).

Legal Name: ________________________________

Street Address: ______________________________________________________

City: __________________ State: ______ Zip Code: __________

Telephone: Home: (______) Work: (______) Later: __________________________

Internet or E-mail address (not required): ________________________________

SCA Name: _______________________________________________________

Attach a photocopy of picture ID AND a photocopy of proof of current SCA membership

☐ Copy of Driver's License or other picture ID
☐ Copy of SCA membership card or other proof of membership

I understand that by applying for the position of Chancellor of the Exchequer of the above listed branch of the Society for Creative Anachronism, Inc., I agree to assume full responsibility for all financial affairs of this branch upon confirmation of my appointment to the office by warrant. These responsibilities include maintaining membership in the Society for Creative Anachronism, Inc.; complying with Society, Kingdom, and this branch or guild's financial policy requirements; submitting reports when they are due according to Kingdom Policy and this branch or guild's requirements; making myself available to the membership of this branch or guild for consultation and reimbursements; and being a part of this branch or guild's financial committee.

Legal Signature: ___________________________ Date: __________

Recommendation by either Seneschal or outgoing Exchequer

I am the: [ ] Current Seneschal or [ ] Outgoing Exchequer

Recommendation:

I recommend the above individual for consideration as the new Chancellor of the Exchequer for our branch, and if possible, will assist in training him/her for the office.

Legal Signature: ___________________________ Date: __________

Complete this form, copy for your files, and mail to the Kingdom Exchequer with the required identification. If you do not hear from the Kingdom Exchequer within 30 days, please call to see what is delaying your warrant.